Job Posting

Communications Coordinator

CFUV 101.9 FM
University of Victoria Student Radio Society

April 12, 2018

CFUV 101.9 FM is the campus/community radio station located at the University of Victoria. We broadcast from the traditional territories of the Songhees and WSÁNEĆ Peoples. We are a non-profit volunteer organization with a small staff and over 200 volunteers. We broadcast innovative and underrepresented content, and feature programming that includes music, spoken word, and multi-language/cultural content.

Job Description:

The Communications Coordinator position is a full-time summer position that involves assisting with the operations of the Eventide Music Series, managing CFUV’s social media accounts, and staffing summer outreach events.

For the past 4 years CFUV has presented the Eventide Music Series alongside the City of Victoria. The Eventide Music Series is a free, all-ages, outdoor, licensed music series that takes place in Centennial Square. This year it runs every Thursday evening from July 5-August 23rd. Every week features a different community group that curates the evening’s programming. The Communications Coordinator will act as the Site Manager. They will manage the stage and the site. This is a highly active position, and the ideal candidate is someone who is outgoing and has experience with, or a strong interest in, event management.

They will also be responsible for managing CFUV’s social media pages (Instagram, Facebook, Twitter, WordPress website). This will involve creating engaging content that increases the visibility of CFUV in the community. Lastly, our Communications Coordinator will represent CFUV at arts, volunteer, community, and cultural events. Each summer, CFUV attends and supports these events by tabling, providing giveaways, and sometimes providing sound equipment. They will communicate with event organizers as well as CFUV volunteers, and supervise on-site.

Principal Responsibilities:

- Assist with the planning and operation of the Eventide Music Series by communicating with event participants and stakeholders, manage the beer garden inventory and sales, supervise volunteers.
- Manage CFUV’s social media pages and generate creative content to engage with listeners online.
- Represent CFUV at outreach events on- and off-campus and supervise volunteers on site.

Qualifications:

The successful candidate will be passionate about CFUV and excited to engage with the public about who we are and what we are doing.

- Highly organized with strong planning skills.
• Thrives in a leadership position.
• Approachable and comfortable working with a diverse group of people.
• Adaptable and confident making independent, informed decisions.
• Previous experience generating content for social media accounts.
• Previous event management experience is considered an asset.

Terms of Employment:

**IMPORTANT NOTE:** This position is dependent on approval of grant funding.
If funding is approved, the position will run from May 7-August 24, 2018.

This is a full-time 35 hours/week summer position, with flexibility for scheduled holidays. The successful candidate must be available to work every Thursday evening in July and August from 3-11 PM for the duration of the employment contract.

**Compensation:** $15.00 per hour

**Positions available:** 1

As per Canada Summer Jobs grant requirements, an eligible applicant:

• is between **15 and 30 years of age (inclusive)** at the start of employment;
• was registered as a full-time student during the preceding academic year;
• intends to return to school on a full-time basis during the next academic year;
• is a student in a secondary, post-secondary, vocational or technical program, university;
• is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the **Immigrant and Refugee Protection Act** and;
• is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Please send a resume and cover letter to:

**Alyssa Hrenyk**
**CFUV Operations Director**
volunteer@cfuv.ca

**Deadline:** We will begin reviewing applications on April 30, 2018 and encourage interested individuals to apply before this date; however, applications will continue to be accepted until the position is filled.

CFUV is an equal opportunity employer. CFUV encourages applications from underrepresented communities. Everyone is thanked for applying; however, only those selected for an interview will be contacted.